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MINUTES

OF THE

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CIA CAREER SERVICE BOARD

Date: 29 MAR 1978 By:

22nd Meeting, Thursday, 18 February 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman
Matthew Baird, Director of Training, Member

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Deputy Chief, PP, Member
Alternate for DD/P, Member

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AD/Communications, Member
AD/Personnel, Member
Harrison U. Reynolds, AD/I, Alt. for DD/I, Member
Huntington Sheldon, AD/I, Alt. for DD/I, Member
L. K. White, ADD/A, Member

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Executive Secretary
Secretariat
on, Reporter

1. The Board approved the minutes of the 21st meeting held 11 February 1954 without change.

2. During the brief discussion of the minutes it was decided that the Executive Secretary would prepare an indexed reference list of the subject matter that the Board had discussed at each of its previous meetings. This would be available to each member of the Board so that when similar issues arose in the future it would help to focus attention on matters either previously resolved or yet to be resolved.

3. It was noted that term as Chairman of the Honor Awards Board had expired. The Board decided to recommend to the Director that be reappointed for an additional year.

4. The Board discussed briefly the "Analysis of Age and Grade Distribution of General Schedule (GS) Staff Employees and Staff Agents as of 31 December 1953", which had been distributed along with the OTR Monthly Report at the opening of the meeting. There was some comparison of CIA's grade structure as shown by this study as it relates to the Federal Government as a whole. As there was interest evidenced as to where individual offices of the Agency stood with respect to the Agency averages, Mr. Reynolds offered to make available to individual offices their portion of the Analysis.

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25X1A9A 5. The Board then resumed its discussion of the Chairman's Memorandum to the DCI, subject, "Career Service Program", dated 26 January 1954. [] was called upon to give his views concerning the memorandum.

25X1A9A [] first discussed briefly "how and why" CIA had come into being, and then the problem of giving such an organization the necessary overall qualities of esprit de corps and mutual support among its various elements.

He spoke on some of the proposals made by the Chairman and proposed that prior to any action being taken it be ascertained if the Director agreed in principle with them; following which the proposals be made a permanent part of the Board's agenda until such time as they were resolved. There was discussion of []'s proposal and some of the points raised in the Chairman's memorandum.

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6. The Chairman announced that [] Deputy Assistant Director of OCD, would be at the next meeting to explain briefly how the OCD Career Service Board had gone about preparing career plans for 24 junior personnel in OCD.

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7. There was discussion, initiated by Mr. Baird, of attendance at service schools and at other non-CIA Agency training courses. It was decided that the Executive Secretary would draft an Agency notice to insure that it was clear to all concerned that applications for attendance at the senior service schools and at certain other non-CIA training courses would in all cases be forwarded to the appropriate Selection Boards with or without the specific recommendation of the office of origin.

8. The meeting adjourned at 5:00 P.M.

/s/

[]
Executive Secretary

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